

# SHARP®

## ELECTRONIC ORGANIZER OPERATION MANUAL



MODEL  
**ZQ-P20A**

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## **NOTICE**

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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## **CAUTIONS**

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

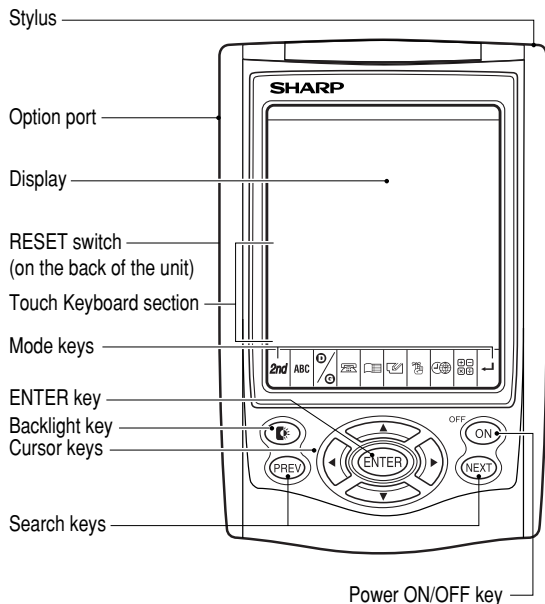
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## **NOTE**

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

# Part Names

## Part Names



## Key Assignments

**2nd** : 2nd Function key

Activates the second function specifically assigned to the next key tapped.

**ABC** (ABC): Spell Checker mode key

**D/G** (DIET GAME): Diet Function/Game mode key

**TEL** (TEL): Telephone mode key

**SCHEDULE** (SCHEDULE): Schedule mode key

**MEMO** (MEMO): Memo mode key

**TO DO** (TO DO): To Do mode key

**CLOCK** (CLOCK): Home Clock/World Clock mode key

**CALC/CONV** (CALC/CONV): Calculation/Conversion mode key

• In this manual, these Mode keys are represented with icons in parentheses.

## Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

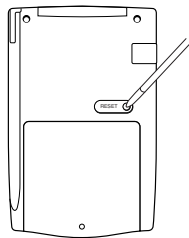
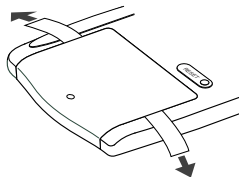
1. Remove the isolating film that is affixed to the battery holder on the back of the unit.
2. Press the RESET switch with a stylus. "RESET?" is displayed.
3. Tap **[2nd]** and press **[ENTER]** to initialize the Organizer. "RESET!" is displayed. You have now cleared the memory contents.

The Select Language screen then appears. Guidance messages can be displayed in 10 languages – English, Italian, German, French, Spanish, Portuguese, Hungarian, Czech, Polish, and Greek. After initializing the Organizer, the default setting is English. Select the desired language using **[PREV]** or **[NEXT]**, then press **[ENTER]**.

Home clock is displayed. (See "Clock Mode".)

### NOTES

- If the Organizer is subject to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including **[ON]**) will respond. Press the RESET switch, tap **[2nd]**, then press **[ENTER]** to delete all the memory contents.
- To minimize battery consumption, the Organizer is designed to automatically turn off when no key has been pressed for approximately 5 minutes.



- The key touch tone is turned on and off by tapping **[CLOCK]** **[MENU]**, select "KEY TONE?" using **[PREV]** or **[NEXT]**, and press **[ENTER]**. Select "TONE ON" or "TONE OFF" using **[PREV]** or **[NEXT]**, then press **[ENTER]**. When the tone is activated, "♪" will appear.

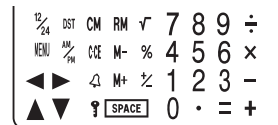
## Entering Characters

### Touch Keyboard

#### Alphabet entry mode



#### Number entry mode



- Each time **[2nd]** is tapped, the touch keyboard switches between the Alphabet entry mode and the Number entry mode. To tap the touch keys, use the attached stylus.
- Tap towards the center of each key.
- Numbers, alphanumeric letters, symbols, and "+ - × ÷ ." can be entered into the dot display area (the 1st line).
- Numbers and some characters (only space, -, F, and P in Telephone mode) can be entered into the number display area (the 2nd and the 3rd lines).
- Letters are entered in capital letters ("CAPS" is turned on). To enter lowercase letters, tap **[CAPS]** to turn "CAPS" off.

### Entering symbols and letters with an accent mark

- To enter a symbol, tap **[SMBL]** repeatedly until the desired symbol appears:

@#\$\$¥€ ( ) ~ ' : \ \_ & < > β ! ? i ÷ æ μ €

- To enter a letter with an accent mark, tap the relevant key shown below repeatedly after tapping **[SMBL]**.

(Key)	(CAPS ON)	(CAPS OFF)	(Key)	(CAPS ON)	(CAPS OFF)
<b>[E]</b>	É Ê Ë Ì Í Î Ï	é è ë ê ë ì	<b>[P]</b>	þ	þ
<b>[R]</b>	Ř	ř	<b>[A]</b>	Á Â Ã Ä Å Æ Æ	á â ã ä å æ æ
<b>[Z]</b>	Ž ž ž	ž ž ž	<b>[S]</b>	š š	š š
<b>[Y]</b>	Ý Ÿ	ý Ÿ	<b>[D]</b>	Đ đ	đ
<b>[U]</b>	Ú Û Ü Ú Ó	ú û ü ú ó	<b>[C]</b>	Č Ć Ć	č ć Ć
<b>[I]</b>	Í î ï	í î ï	<b>[N]</b>	Ń Ń Ń	ń ń ń
<b>[O]</b>	Ó Ò Ô Õ Ö Ø	ó ò ô õ ö ø	<b>[T]</b>	ţ	ţ
<b>[L]</b>	Ł ł	ł			
<b>[G]</b>	Δ Φ Γ Λ Π Θ Σ Τ Ω Ξ Ψ				

- Activate “CAPS” on to enter capitalized letters.

## Making corrections

Move the cursor to the character to be corrected.  
Enter the correct character to replace the previous one.

### Cursor

The cursor (|) indicates the position for entering a character. Move the cursor with the cursor keys (**[▶]**, **[◀]**, **[▲]**, **[▼]**).

### Inserting characters

Each time **[INS]** is tapped, a space is inserted at the cursor position to allow character entry.

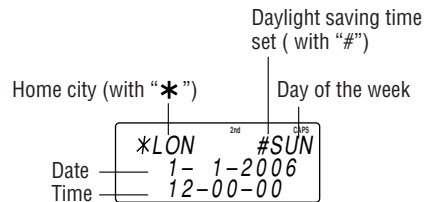
### Deleting characters

Tap **[DEL]** to delete the character at the cursor position.

Tap **[C-CE]** to clear all the characters you have entered and yet to be stored.

## Clock Mode

### Home clock



Each time **[CLOCK]** is tapped, the clock switches between the Home clock and the World clock mode. (For World clock, “\*” is not displayed.)

## 1. Before setting the clock

- The default setting for the date is “DD/MM/YYYY” (day-month-year). To change the setting to “YYYY/MM/DD” (year-month-day) or “MM/DD/YYYY” (month-day-year):
  - Tap **[CLOCK]** once or twice to display the Home clock (with “\*”).
  - Tap **[MENU]**, select “DATE SET?” using **[▲]** or **[▼]**, and press **[ENTER]**.
  - Press **[PREV]** or **[NEXT]** to select the desired type.
  - Press **[ENTER]** to store the new setting.
- To change the 24-hour clock to the 12-hour clock, tap **[12/24]** (“A” or “P” is displayed). Each time **[12/24]** is tapped, the clock switches.
- For daylight saving time/summer time, tap **[DST]** in advance (“#” is displayed on the left side of the day of the week).

## 2. Setting the clock

1. Tap **CLOCK** once or twice to display the Home clock (with “\*”).
2. Tap **2nd** **EDIT** to start setting.  
The cursor starts to flash on the city name.
3. Press **PREV** or **NEXT** to select the desired city. (Refer to the list of cities described below.)
  - Enter the city name, if needed (6 characters or under). Only one changed name for Home clock can be stored.
4. Tap **▼** to move the cursor to the day.
5. Enter the day, the month, and the year (4 digits).
  - The built-in calendar extends from January 1st, 1901, to December 31st, 2098.
  - Tap **AM/PM** to select “A” (morning) or “P” (afternoon) for the 12-hour clock (in 12 hour).
6. Enter the time (hours and minutes).
7. Press **ENTER**. The clock starts from “00” seconds.

### Notes

- To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
- If you enter an invalid date or time, “ERROR!” appears briefly. Enter the correct date and time and press **ENTER**.

Display	City	Display	City
LON	LONDON	TYO	TOKYO
LIS	LISBON	ADL	ADELAIDE
PAR	PARIS	SYD	SYDNEY
BER	BERLIN	GUM	GUAM
ROM	ROME	NOU	NOUMEA
AMS	AMSTERDAM	WLG	WELLINGTON
BCN	BARCELONA	AKL	AUCKLAND
HEL	HELSINKI	TNG	TONGA
CAI	CAIRO	MID	MIDWAY
MOW	MOSCOW	HNL	HONOLULU
RUH	RIYADH	ANC	ANCHORAGE
THR	TEHRAN	LAX	LOS ANGELES
DXB	DUBAI	DEN	DENVER
KBL	KABUL	CHI	CHICAGO
KHI	KARACHI	NYC	NEW YORK
DEL	NEW DELHI	YYZ	TORONTO
DAC	DHAKA	CCS	CARACAS
RGN	YANGON	RIO	RIO DE JANEIRO
BKK	BANGKOK	MAT	MID ATLANTIC
BEI	BEIJING	-2H	2hrs behind LON
HKG	HONG KONG	AZO	AZORES ISLANDS
SIN	SINGAPORE		

## 3. Using World clock

1. Tap **CLOCK** once or twice to display the World clock (without “\*”).
2. Press **PREV** or **NEXT** to select the desired city.

## 4. Changing the cities between Home and World clocks

You can change the home city for a city in another time zone without adjusting the stored correct time.

1. Tap **CLOCK** once or twice to display the World clock (without “\*”).
2. Press **PREV** or **NEXT** and select the desired city to be set as the new home city.
3. Tap **2nd EDIT** to change the cities between Home and World clocks.
  - The previous home city is now set as the world city (without “\*”).
4. Tap **CLOCK** to check the home city.
  - The selected city in step 2 is set as the home city (with “\*”).
5. Tap **CLOCK** to recheck the world city, and press **PREV** or **NEXT** to select the new world city, if needed.

## 5. Setting daylight saving time (DST: summer time)

1. Tap **CLOCK** once or twice to display the Home or the World clock.
2. Tap **DST**.
  - “#” is displayed. The time is set 1 hour ahead. To clear DST, tap **DST** to clear “#”. The time is set 1 hour behind.

### Notes

- DST can be set independently in either Home or World clock.
- When DST is set for one world city, it is used for all cities displayed in World clock.

## 6. Setting alarms

The Organizer has 3 types of alarms:

1. Daily alarm ..... beeps every day at the alarm time (for 1 minute), when “(🔔)” is turned on.  
Up to three daily alarms can be set (ALARM1,

ALARM2, and ALARM3).

2. Hourly alarm ..... beeps every hour when minutes reach “00”, when “⏰” is turned on.
3. Schedule alarm .. beeps at the time for all the schedule entries (for 1 minute), when “(📅🔔)” is turned on. (Refer to “Schedule Mode”.)

Tap any key to stop the alarm beeping.

### Setting/Changing the daily alarm time

1. Tap **CLOCK** once or twice to display Home clock (with “\*”).
2. Tap ⏰ to display the ALARM1 screen.
  - Press **PREV** or **NEXT** to display ALARM2 or ALARM3.
3. Tap ⏪ or ⏩ to display the screen is turned on the daily alarm, if the daily alarm time is not displayed.  
(The display differs between the 12-hour and 24-hour clock.)
4. Tap **2nd EDIT**.
5. Enter the time.
6. Press **ENTER**.
  - The daily alarm time is set.

### Turning the alarms on and off

An alarm sounds only when the respective symbol ((🔔), ⏰, or (📅🔔)) is turned on.

Display Home clock (tap **CLOCK** once or twice) and tap ⏰ to display the daily alarm screen.

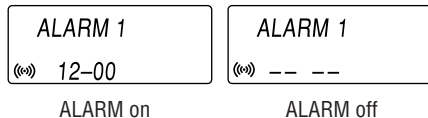
Each time you tap ⏰ while the daily alarm screen is displayed, the combination of symbols switches.

### Note

- Alarms sound even when the Organizer is turned off.

## Turning the each daily alarm on and off

1. Display Home clock and tap  $\Delta$ .
2. Press **PREV** or **NEXT** to display the daily alarm screen.
3. Each time you tap  $\blacktriangleleft$  or  $\blacktriangleright$ , the daily alarm you selected turns on or off (e.g. daily alarm1).



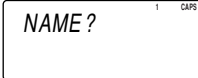

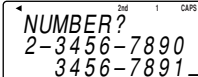
### Note

- The daily alarm which is turned off does not beep even though the “(( ))” is displayed.

## Telephone Mode

Telephone mode has two directories for storing data. Tap **TEL** to toggle between “1” and “2” on the display. Use these files for convenience, e.g. business and private files. A telephone entry consists of name, address, E-mail address, web address (URL) and number fields.

### Storing telephone entries


1. Tap **TEL** once or twice to display the Telephone mode screen. 
2. Enter name, e.g. **SMITH** **ROBERT**, and tap  $\blacktriangledown$ .
3. Enter address, e.g. **18** **EAST** **ROAD**, and tap  $\blacktriangledown$ .
4. Enter E-mail address, e.g. **SROB** **SHARPSEC.COM**, and tap  $\blacktriangledown$ .  
• The E-mail address is automatically entered in lowercase letters.  
• To enter “@”, simply tap **@** instead of **SMBL**. 
5. Enter web address (URL), e.g. **WWW.SHARPU.SA.COM**, and tap  $\blacktriangledown$ .
6. Enter phone number, and fax number if needed, e.g. **012-3456-7890** **3456-7891**, and press **ENTER**. 



- “STORED!” appears briefly, then the Telephone mode screen is displayed. The telephone entry is now stored.

Field	Number of characters	Allowable characters
The 1st line: Name, E-mail address, web address (URL)	36 characters or under	Alphabetic letters, numbers, symbols, “+ - × ÷ .”, space
address	72 characters or under	
The 2nd and the 3rd lines: Phone number	36 characters or under	Numbers, space, -, F (Fax), P (Pager)




#### Notes

- The symbol “NAME”, “ADDRESS”, “E-mail”, or “URL” is turned on while entering in each field.
- To skip entry of an address, E-mail address, web address (URL), or number, tap  when “ADDRESS?”, “E-MAIL?”, “URL?”, or “NUMBER?” is displayed. However, entry must be made at the “NAME?” field.

## Schedule Mode


Schedule mode is used for storing schedule details (36 characters or under), date and time (year, month, day, hour, and minute). In the 1st line the same characters are allowable as in Telephone mode.

### 1. Storing schedule entries


1. Tap  to display the Schedule mode screen.
2. Enter the details and tap .
3. Enter the date and time.
  - The types of date and time are the same as the types set for the clock.
  - To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
4. Press  to store in the memory.

SCHEDULE? CAPS

#### Notes

- Schedules for the following dates can be stored: January 1901 to December 2098.
- If an attempt is made to store an entry without a date or time, or with an invalid date or time, “ERROR!” appears briefly. Enter the correct date and time and press .

### 2. Alarm for Schedule mode

When the schedule alarm (“”) is turned on, it is set for all the schedule entries. Beeping sounds for 1 minute when the time for a schedule entry is reached. Tap any key to stop the alarm. The schedule alarm cannot be set for an individual entry.

## To Do Mode

In the To Do mode, you can store your important To Do items with a priority index.

### Storing To Do entries

1. Tap **TODO** to enter the To Do mode.
2. Enter the description and tap **▼**.
3. Select the Priority number from 1(High) to 9(Low) enter the number, then tap **▼**.
4. Enter the date and time.
  - The types of date and time are the same as the types set for the clock.
  - To enter a single-digit date or time, enter “0” and the digit (e.g. “02”).
5. Press **ENTER** to store in the memory.

### DONE Completed Items

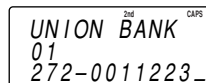
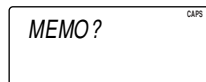
1. Tap **TODO** to enter the To Do mode.
2. Press **NEXT** or **PREV** to select the To Do items.
3. Tap **EDIT** **▼** to enter the status field.
4. Tap **◀** to select “D” (Done), then press **ENTER**.
  - “P” stands for “pending”.

## Memo Mode



Notes or other information irrelevant to the Telephone mode or the Schedule mode can be entered conveniently in this Memo mode. In the 1st line the same characters are allowable as in Telephone mode. In the 2nd and the 3rd lines you can enter numbers, -, and space. (36 characters or under can be entered in each line.)

### Storing memo entries






1. Tap **MEMO** to display the Memo mode screen.
2. Enter the memo item and numbers.  
E.g. **UNION** **SPACE**  
**BANK** **▼**  
**01** **▼**  
**272-0011223**
3. Press **ENTER** to store in the memory.



## Notes for storing and recalling entries

- When the memory is full, “MEMORY FULL!” appears briefly, and the entry cannot be stored.
- When the symbol “▶” or “◀” appears, more information exists. Tap  or  to switch the display.

### Checking details of entries in Telephone mode

- To display each field on the 1st line, follow the symbol “▼” or “▲” and tap  or . (The symbol above the 1st line shows each field.)
- Tap and hold  to start the auto scroll on the 1st line. Tap  again to stop or restart the scroll. Tap  to quit the auto scroll.

## Recalling entries – Telephone, Schedule, To Do, Memo –

Tap the desired mode key first.





 : Recalls entries in forward order

 : Recalls entries in reverse order

### Sequential search

Press  or  in each mode.

### Direct search

- Enter the first characters (12 characters or under) of the person’s name, schedule details, To Do item or memo item, and press  or . Press  or  then, to continue performing a direct search.

## Sorting order

- Telephone and memo entries are stored by the first character of the person’s name or memo item in the following order (case sensitive):  
space numbers (0 to 9) A a Á á À à Ä ä Å å Ã ã Ä ä Å å Æ æ A a B b C c Č č Ć ć D d Ď ď E e É é È è Ě ě Ê ê Ě ě E e F f G g H h Ch ch I i Í í Î î Ī ī J j K k L l Ł ł L l M m N n Ń ń Ņ ņ Ň ň O o Ó ó Ò ò Ö ö Ô ô Õ õ Ö ö P p P p Q q R r Ř ř S s Ś ś Š š T t Ť ť U u Ú ú Û ù Ů ů Ű ű Ú ú V v W w X x Y y Ý ý Ÿ ý Z z Ž ž Ž ž Ž ž β Δ Φ Γ Λ μ Π Θ Σ Τ Ω Ξ Ψ Ø ø @ # \$ £ ¥ € ( ) ~ ' : / \ \_ & < > ! ? ¡ ¨ + - × ÷ ,
- “Ch” and “ch” are available in Czech language mode only.
- Schedule entries are stored by date and time.
- To Do entries are stored in the following order : STATUS, PRIORITY, and DATE.

### Note

- When there is no (further or relevant) entry to be recalled, “NOT FOUND!” appears briefly, and the display returns to the mode screen.
- Greek characters are sorted as follows:  
space numbers (0 to 9) A B β X Δ E Φ Γ Η Ι Κ Λ Μ μ Ν Ο ο Π Θ P Σ T T Ω Ξ Ψ Z a Á á À à Ä ä Å å Ã ã Ä ä Å å Æ æ A a b C c Č č Ć ć D d Ď ď E e É é È è Ě ě Ê ê Ě ě E e F f G g h i í î ï Ī ī J j k L l Ł ł L l m n Ń ń Ņ ņ Ň ň Ó ó Ò ò Ö ö Ô ô Õ õ Ö ö P p P p Q q R r Ř ř S s Ś ś Š š T t Ť ť U u Ú ú Û ù Ů ů Ű ű Ú ú V v W w x Y y Ý ý Ÿ ý Z z Ž ž Ž ž Ž ž Ø ø @ # \$ £ ¥ € ( ) ~ ' : / \ \_ & < > ! ? ¡ ¨ + - × ÷ ,

## Editing or deleting entries

### Editing

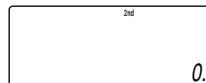
1. Recall the entry to be edited.
2. Tap **EDIT**. The cursor starts to flash.
3. Tap **▶**, **◀**, **▲**, or **▼** to move the cursor to the position to be edited.
4. Enter, insert, or delete characters (refer to “Entering Characters”).
  - To cancel editing, tap **C•CE**.
5. Press **ENTER** several times (until “STORED!” appears briefly) to finish editing and to store the entry.

### Deleting

1. Recall the entry to be deleted.
2. Tap **DEL**.
  - “DELETE?” is displayed.
  - To cancel the deletion operation, tap **2nd**.
3. Press **ENTER** to delete the entry.

## Calculator Mode

The Organizer can calculate numbers of up to 10 digits. Tap **CALC/CONV** several times to display the Calculator mode screen (Calculator → Currency conversion → Unit conversion → Calculator...).



### Calculation

Be sure to tap **C•CE**, **C•CE**, and **CM** to clear the display and memory before performing a calculation.

#### Note

- When **+**, **-**, **×**, or **÷** is tapped, the respective symbol, +, -, ×, or ÷ is displayed. (In the examples in this manual, these symbols are not described.)

### If an error occurs

If the calculation result or the integer section in the numerical value in the memory exceeds 10 digits or if a number is divided by zero (0), an error occurs (“ERROR” is displayed).

## Calculation examples

Example	Operation	Display
$(-24 \div 2) \div 4 = -5.5$	$\boxed{C-CE} \boxed{-} \boxed{24} \boxed{\div} \boxed{2} \boxed{\div} \boxed{4} \boxed{=}$	<b>-5.5</b>
$34 + 57 = 91$	$\boxed{34} \boxed{+} \boxed{57} \boxed{=}$	<b>91.</b>
$45 + 57 = 102$	$\boxed{45} \boxed{+} \boxed{57} \boxed{=}$	<b>102.</b>
	(The addend becomes a constant.)	
$68 \times 25 = 1700$	$\boxed{68} \boxed{\times} \boxed{25} \boxed{=}$	<b>1700.</b>
$68 \times 40 = 2720$	$\boxed{40} \boxed{=}$	<b>2720.</b>
	(The multiplicand becomes a constant.)	
$200 \times 10\% = 20$	$\boxed{200} \boxed{\times} \boxed{10} \boxed{\%}$	<b>20.</b>
$9 \div 36 = 25\%$	$\boxed{9} \boxed{\div} \boxed{36} \boxed{\%}$	<b>25.</b>
$200 + (200 \times 10\%) = 220$	$\boxed{200} \boxed{+} \boxed{10} \boxed{\%}$	<b>220.</b>
$500 - (500 \times 20\%) = 400$	$\boxed{500} \boxed{-} \boxed{20} \boxed{\%}$	<b>400.</b>
$4^6 = (4^3)^2 = 4096$	$\boxed{4} \boxed{\times} \boxed{=} \boxed{=} \boxed{\times} \boxed{=}$	<b>4096.</b>
$1/8 = 0.125$	$\boxed{8} \boxed{\div} \boxed{=}$	<b>0.125</b>
$25 \times 5 = 125$	$\boxed{CM} \boxed{25} \boxed{\times} \boxed{5} \boxed{M+}$	<b>125.</b>
$-) 84 \div 3 = 28$	$\boxed{84} \boxed{\div} \boxed{3} \boxed{M-}$	<b>28.</b>
$+) 68 + 17 = 85$	$\boxed{68} \boxed{+} \boxed{17} \boxed{M+}$	<b>85.</b>
182	$\boxed{RM}$	<b>182.</b>
$\sqrt{25-9} = 4$	$\boxed{25} \boxed{-} \boxed{9} \boxed{=} \boxed{\sqrt{\quad}}$	<b>4.</b>
$1234567890 \times 145 = 179012344050$	$\boxed{1234567890} \boxed{\times} \boxed{145} \boxed{=}$	<b>ERROR</b>
	$\boxed{C-CE}$	<b>17.90123440</b>
		<b>17.90123440</b>

(17.90123440 × 10<sup>10</sup> = 179012344000)

## Currency/Unit Conversion Mode

### 1. Setting a currency rate

- Tap  $\boxed{CALC/CONV}$  several times to display the currency conversion mode screen (refer to "Calculator mode").

EURO  $\xrightarrow{\text{2nd}} \xrightarrow{\text{CAPS}}$  USD  
 0.

Example: 1 CAD (Canada dollars)  
= 0.66 USD (US dollars)

- Press  $\boxed{NEXT} \boxed{NEXT} \boxed{NEXT}$  to change the display and tap  $\boxed{2nd} \boxed{EDIT}$ . The initial character of "CAD" starts to flash.
  - You can change each currency name by entering characters (up to 4 in each) and using  $\boxed{\blacktriangleright}$ , if needed.
- Press  $\boxed{ENTER}$ . "0" starts to flash.
- Enter the rate (up to 10 digits).  
**0.66**
- Press  $\boxed{ENTER}$  to store in the memory.

CAD  $\xrightarrow{\text{2nd}} \xrightarrow{\text{CAPS}}$  USD  
 0.66

### 2. Converting currency/unit

You need to set the conversion rate before making the currency conversion.

Example: Convert 500 CAD into USD using the rate that you have set.

- Display the screen: "CAD  $\rightarrow$  USD".
- Enter the value to be converted.

**500**

3. Tap to convert CAD into USD.

- To convert in reverse order (e.g. 200 USD into CAD), enter **200** and tap .
- You can use the unit conversion in the same manner. You cannot change the units or the rates for units.
- The conversion result may have a slight error as a result of rounding off the number (e.g. up to 2 decimal places for currency conversions). Use the conversion result for reference.

CAD	<sup>2nd</sup> →	USD <sup>CAPS</sup>
		330.

## Game Mode

Tap several times to display the Game mode screen and the Diet Function mode screen (Diet Function → BLACKJACK → ALPHA ATTACK → Diet Function → ...).

### BLACKJACK (Twenty-one)

Make your “hand” (the total of the numbers on the cards) as close to 21, without going over 21.

1. Tap once, twice, or three times to display the “BLACK JACK” screen.

BLACKJACK <sup>2nd</sup> CAPS
30

Your chips

2. Press to start a game. The left 2 cards are dealt for you. (One card is faced up and the other is faced down.)
3. Agree the left-displayed maximum bet (up to 10) or enter fewer bet.

4. Tap to see your hand.

Each time is tapped, a new card is dealt.

- “J”, “Q”, and “K” are counted as 10.
- “A” can be counted as 1 or 11.
- When the first 2 cards are “A” and a face card (“J”, “Q”, or “K”), your hand is “BLACKJACK”.

Your hand	The dealer's hand
J 28	<sup>2nd</sup> CAPS 4
10	20
Your bet	Your chips

5. Press to stop being dealt and hold your hand. The dealer's hand and the results are displayed.

- When you win, your total flashes and your bet is doubled.
- When you win with “BLACKJACK”, your bet is tripled.

Your total	The dealer's total
J 28	<sup>2nd</sup> CAPS 3 2 K 4
20	19
20	20
Your bet	Your chips

6. Press and display the Game mode screen.

- When you have no more chips to bet, the game is over.
- To quit the game, tap any mode key. Your chips are stored for the next time.
- To return your chips to 30, tap and press on the Game mode screen.

### ALPHA ATTACK

Type in characters (A to Z) displayed on the 1st line to clear them. 20 levels of speed are available.

1. Tap once, twice, or three times to display the “ALPHA ATTACK” screen.
2. Enter the level number (2 digits from 01 to 20).

ALPHA ATTACK <sup>2nd</sup> CAPS
01

Level

- 01: slow, 20: fast

3. Press **ENTER** to start a game.

4. Tap the same key as the first character at the left end of the 1st line. (In this case, tap keys in the order: E → Y → K → W.)



- Pressing the correct key in the correct order deletes the character.
- When 12 characters are displayed in each level, the game continues in the faster level (up to 20).
- When no more characters can be displayed, the game is over. The Game mode screen with the level when the game is over is displayed.

## Spell Checker Mode

The Spell Checker Mode can be helpful when the exact spelling of a query word is not known.

### Searching a word with ambiguous spelling

1. Tap **ABC** to enter the Spell Checker Mode.



*SPELL :*

2. To check spelling, enter the word and tap **ENTER** to start checking. Maximum length of the entry word is 36 characters.



*personal*

- If the word is correctly spelled, a message “CORRECT!” appears briefly, then returns the word display screen.
- If the spelling of the entry word is found incorrect, then a number of related words appears; use ▲ or ▼ to browse the words. If the installed Spell Checker is unable to find any related word, then “0” appears, followed by the initial entry screen.
- The Spell Checker Mode looks for a match of a given word against the installed database containing approximately 10000 words.
- Variants of a given word, or the root of a given variant, may not always be specifically suggested.

## Diet Function Mode

The Diet Function can organize your daily calories burned by walking, as well as managing your daily caloric intake. Tap **[DIET]** several times to display the Diet Function mode screen and the Game mode screen (Diet Function → BLACKJACK → ALPHA ATTACK → Diet Function ...).

PEDOMETER

The Diet Function calculates the estimated calories burned by using the built-in pedometer, and compares the value with the entered target value. \* The consumption by basal metabolism is not counted as part of this calculation.

Food items can be selected from the Food Database, or programmed as desired. Have the Organizer compare the value with the entered target intake value.

\* Basal metabolism is the energy required to maintain your body's vital functions such as breathing, your heart beating, and maintaining your body temperature.

- Follow the guidance of your physician when using this unit to organize your diet.
- Prior to using this function, you will need to measure your stride length and weight.

### Measuring your stride length

In order for the Diet function to work properly, you must first measure your stride length.

#### Note:

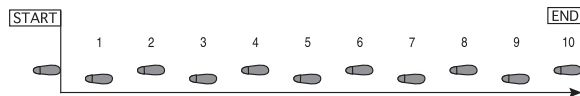
- A “stride length” in this manual refers to the distance from the tip of your toe on one foot to the tip of your toe on the other when taking a step.

1. Walk 10 normal steps, as shown in the illustration.
2. Measure the distance you have traveled.
3. Divide the distance by 10. Record the result as your stride length.

Example:

Distance traveled = 750 cm

Stride length =  $750 \div 10 = 75$  cm



### User Profile Mode

Enter information such as your previously measured stride length and weight.

1. Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.
2. Select “USER PROFILE” using **[▲]** or **[▼]**, and press **[ENTER]**.



Note:

- When using the Diet Function Mode for the first time, or after the Organizer has been reset, you will automatically be guided to the User Profile Mode.
3. Fill the STRIDE entry field with your stride length value obtained from the above method, and tap **[▼]**.
  4. Enter your body weight value in the WEIGHT field, and tap **[▼]**.



• STRIDE cm

75



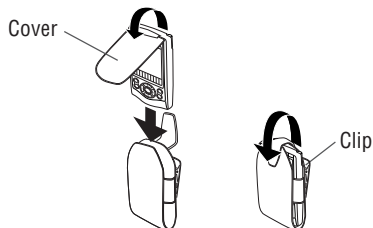
5. Enter the target calorie value for your daily intake (I.T.CAL), and tap .
6. Enter the target carbohydrate value for your daily intake (I.T.CARBS.), and tap .
7. Enter the target calorie value of your daily consumption (C.T.CAL), then press **ENTER** to store the setting.

**Note:**

- It is recommended that you refer to the appropriate documentation, or consult your physician before setting all target values such as your Daily caloric intake.
- Units such as LENGTH and WEIGHT can be changed in the MENU mode. Select “UNIT” in the MENU mode, then press **ENTER**. Use   to select “LENGTH” or “WEIGHT”, then select a desired UNIT (cm/ inch, kg/lb) using **NEXT** or **PREV**.

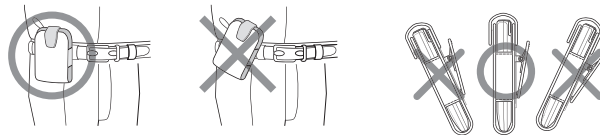
**Positioning the unit**

Close the cover, and insert the unit into the carrying case as shown in the illustration, then make sure that the top flap is fastened.



Secure the carrying case clip to your belt or to the top of your shorts or pants.

The unit must be attached in a vertical position to the ground in order to count steps correctly.





- Make sure that the holder’s clip is secured firmly in place. If worn improperly, the unit may be detached or may result in incorrect measurements.
- The belt clip is designed to hold the unit while walking. The clip may not hold the unit or may break if it is exposed to a high-impact condition such as running, or playing basketball.

**The unit may not count steps correctly if you:**

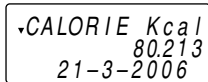
- Walk at an irregular pace, or in a crowded place.
- Shuffle legs excessively.
- Wear sandals when walking.
- Vary your movement (play sports, for example).
- Move up/down excessively.
- Are in a vehicle with vertical and horizontal motions.
- Attach the unit improperly (tilted, for example).

**Pedometer Mode**

Set the pedometer to ON/OFF. To count steps, set it to ON. Tap **CLOCK**, tap **MENU**, and select “PED.SET” in the MENU mode, then press **ENTER**, use  or  to select “ON”, then press **ENTER** and start walking. To turn off the pedometer, select “OFF”.

## Viewing the step count and calorie values

1. Tap the **[DIET]** once, twice, or three times to enter the Diet Function Mode.
2. Select “PEDOMETER” using **[▲]** or **[▼]**, and press **[ENTER]** twice to display the interim report of calories burned and total step count.



·CALORIE Kcal  
80.213  
21-3-2006

Use **[▲]** or **[▼]** to switch the two displays.

Tap **[C-CE]** to return to the previous screen.

- Step count of the day will be registered automatically when the time is at “23:59:59”.
- This unit calculates the calorie consumption with the following formula\*:

$$\text{Calorie consumption [Kcal]} = (\text{step} \times \text{stride [cm]} \times 0.001 + 3.5) \times \text{weight [kg]} \times 0.005$$

- The calculation runs once every minute to accumulate values.

\* Based on “ACSM’s Guidelines for Exercise Testing and Prescription”, © American College of Sports Medicine, 2000. Published by Lippincott Williams & Wilkins, 2000.

### Notes:

- Check the memory on a regular basis.
- When the memory is full, an alert message is displayed, and the pedometer will not record your data. You will need to delete unnecessary data, or invoke the Memory management. To clear the alert display, press **[ENTER]**.
- Under the low battery condition, step count function of the pedometer, and the calorie calculation may not be available.
- The displayed calorie value is rounded off to three decimal places.

## Consumption Mode

The daily calorie consumption and step count for the day can be viewed.

1. Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.

2. Select “CONSUMPTION” using **[▲]** or **[▼]**, and press **[ENTER]**.
3. Use **[NEXT]** and **[PREV]** to select a day you wish to display. To display step count and calorie consumption, use **[▲]** or **[▼]**.
  - If no data is stored, a message “NOT FOUND!” is displayed.

## Food Database Mode

Download the Food Database from the CD-ROM. (see page 24.) The Food database contains caloric values and total carbohydrate values of 200 foods. You can add to or edit the database, and these changes can be exchanged to/from the PC as an export/import item.

### To add or modify the Food Database, follow the steps below.

1. Create a CSV formatted file containing only food names to be added or modified.  
Refer to the \DATABASE\FOODLIST.CSV file on the bundled CD-ROM.
2. Import the newly created file from your PC to the unit. See page 24 for details.
  - Since the data on the unit cannot be overwritten, import only the data to be added or modified.
  - Importing the entire list will result in overlapping of all data.

### Notes:

- The food list contained in the CD-ROM is based on the Food Database Release 16 (Abbreviated Version) issued by the United States Department of Agriculture. Word ordering of items, as well as the ( " ) symbol within some items, may have been modified.
- The indicated caloric/nutrient value in the Food Database is the amount per 100 grams edible portion of food.
- All companies and/or product names are trademarks and/or registered trademarks of their respective holders.

## Intake Mode

Enter your daily food intake by selecting items from the FOOD DATABASE. Download the Food Database from the CD-ROM. (see page 24.)

- Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.
- Select "INTAKE" using **[▲]** or **[▼]**, and press **[ENTER]**.
- Tap **[EDIT]**, then use **[NEXT]** and **[PREV]** to select a desired food in the selection field.  
You can enter the first few letters of the desired food name, then browse the items using **[NEXT]** or **[PREV]**.  
When no match is found, then a message "NOT FOUND!" is displayed.

- Use **[▲]** and **[▼]** to select the entry field for each AMOUNT and the DATE of the intake to enter values.

\*AMOUNT  
 25-3-2006 1.

You can adjust the portion size by entering any decimal in the AMOUNT field.

Example: 1 = 100g  
 0.5 = 50g  
 0.25 = 25g

- Press **[ENTER]** to write the entry.
  - Tap **[C<CE]** to return to the initial display.

### Adding items to the Database

- Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.
- Select "FOODDATABASE" using **[▲]** or **[▼]**, and press **[ENTER]**.
- Enter a desired food name of up to 72 characters.
- Use **[▼]** to jump the field to the next, then enter calories and total carbohydrate value, followed by **[ENTER]**.
  - Tap **[C<CE]** to return to the initial screen.

### Searching and Editing

- Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.
- Select "FOODDATABASE" using **[▲]** or **[▼]**, and press **[ENTER]**.
- Press **[NEXT]** or **[PREV]** to select a desired food name.
  - You can enter the first few letters of the desired food name, then

browse the items using **[NEXT]** or **[PREV]**. When no match is found, then a message "NOT FOUND!" is displayed.

- Use **[▲]** or **[▼]** to display the calorie value and other information.

\*CALORIE Kcal  
 80.213

- Tap **[C<CE]** to return to the initial screen.

- To edit the selected item, tap **[EDIT]**. Move between the entry fields using **[▲]** or **[▼]** as you enter food names, calorie, and other values.
- Press **[ENTER]** to register the entries.

### Note:

- The displayed calorie value is rounded off to three decimal places.

### Report Mode

The intake/consumption report for a specified period can be viewed.

- Tap **[DIET]** once, twice, or three times to enter the Diet Function Mode.
- Select "REPORT" using **[▲]** or **[▼]**, and press **[ENTER]**.
- Press **[ENTER]**, and use **[▲]** or **[▼]** to select "INTAKEREPORT" or "CONSUMPTION".

- Press **[ENTER]**, and input values for START DATE and END DATE, followed by **[ENTER]**.

-REPORT-  
 F20-03-2006  
 E20-03-2006

- A report is displayed.

- INTAKEREPORT : Use **[▲]** and **[▼]** to switch between the total calorie display and total carbohydrate display.
- CONSUMPTION : The total calorie consumption value is displayed.

\*CARBS. g \*  
 2000.  
 200.

- The icon is displayed when a result exceeds the target value.
- The present carbohydrate
- A comparison against the day's target (more/less) is indicated.

### Note:

- The displayed calorie value is rounded off to three decimal places.

## Backlight function

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing **BackLight** once illuminates the display for as long as you continue to use the Organizer, or until no key is pressed for 10 seconds.

- To turn the Backlight off, press **BackLight** again.
- The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.
- The Backlight does not function in the PC Link mode.

### Do not use the Backlight unnecessarily

- Since the Backlight drains power from the backlight battery, excessive use of the Backlight will significantly reduce the life of your battery.

## Memory Storage

### 1. Checking memory storage

1. Tap **TEL**, **SCHEDULE**, **TODO** or **MEMO** to display “NAME?”, “SCHEDULE?”, “TO DO?” or “MEMO?”.
2. Tap **2nd** **MENU**, select “MEMORY CHECK” using **▲** or **▼**, and press **ENTER**. The number of remaining memory space is displayed briefly.

CAPACITY	MEMO %
	99

### 2. Deleting all the memory contents

Perform steps 2 and 3 as described in the section, “Using the Organizer for the First Time”.

- To cancel the deletion operation, press any key EXCEPT FOR **2nd** **ENTER** in step 3.

## Managing the Organizer's Memory

Use the memory management function to utilize the Organizer's memory more efficiently.

### Note:

- Before performing memory management, back up your data.
  - While the memory management is in progress, do not press the RESET switch. Doing so may result in losing all the data stored in the Organizer.
1. Tap [TEL], [SCHEDULE], [MEMO] or [TODO] to display "NAME?", "SCHEDULE?", "TO DO?" or "MEMO?".
  2. Tap [2nd] [MENU], select "MANAGE MEM." using ▲ or ▼.
  3. When [ENTER] is pressed, a message "PERFORM..." appears to indicate that the memory management is in progress.

When done, the display will return to the initial screen.

### Note:

- By performing memory management, the amount of reusable memory (indicated in "MEMORY CHECK" under [MENU]) will be utilized.

## Adjusting the LCD contrast

1. Tap [CLOCK] once or twice to display Home clock (with "★").
2. Press [PREV] or [NEXT] to adjust the LCD contrast.

## Secret Function

### 1. Registering a password

A Secret function is valid for Telephone, Schedule, To Do, and Memo modes.


Up to 6 characters can be registered as the password.

---

*If the password is forgotten, you cannot delete the password only. You have to delete all the memory contents. (Perform steps 2 and 3 as described in the section, "Using the Organizer for the First Time".) As a safeguard, make a written record of the password.*

---

### Registering a password

1. Tap [CLOCK] once or twice to display Home clock (with "★").
2. Tap .
3. Enter a password (case sensitive), e.g. [2nd] ABC and press [ENTER].
  - "RECONFIRM !" is displayed.
  - If "ERROR !" appears briefly, the password has already been registered.




4. Enter the same password once more for verification and press **ENTER**.
  - The display returns to the Home clock.  
The secret function turns on automatically.
  - If you enter the wrong password, “ERROR !” appears briefly and display returns to the Home clock. Follow the above steps again to register a password.

## 2. Turning Secret function off

When the Secret function is on, it is necessary to turn off to perform the Telephone, Schedule, To Do, and Memo modes.


1. Tap **TEL**, **SCHEDULE**, **TODO** or **MEMO**.
  - “PASSWORD?” is displayed.
2. Enter the password and press **ENTER**.
  - If you enter an incorrect password, “ERROR!” appears briefly. Follow the above steps and enter the correct password.
  - Secret function will be automatically turned on after the power is turned off manually or automatically.

## 3. Changing the password

1. Tap  on the Home clock (with “\*”).
2. Enter the password and press **ENTER**.
  - “EDIT PASS.?” is displayed.
3. Press **ENTER**.
  - The initial character of the password starts to flash.
4. Modify the password and press **ENTER**.
  - “RECONFIRM !” is displayed.
5. Enter the same password once more for verification and press **ENTER**.

- The password is changed and display returns to the Home clock. The secret function turns on automatically.
- If you enter the wrong password, “ERROR !” appears briefly and display returns to the Home clock. Follow the above steps again to change the password.

## 4. Deleting the password

1. Tap  on the Home clock (with “\*”).
2. Enter the password and press **ENTER**.
  - “EDIT PASS.?” is displayed.
3. Press **ENTER**.
  - The password is displayed.
4. Tap **C•CE**.
  - “DEL PASS.?” is displayed.
5. Press **ENTER** to delete the password.

## Using the Included PC Software

The CD-ROM contains software to enable exchange of data with a PC.

The software consists of:

### Synchronization Software:

Can be used to synchronize Microsoft® Outlook® data, such as Contacts, Calendar, Tasks, and Notes, with the Organizer.

### Desktop Utilities:

Can be used to backup/restore data in the Organizer and export/import data to different file formats.

## Minimum System Requirements:

- IBM PC or 100% compatible
- Microsoft® Windows® 98/98SE/2000 Professional/Me/XP Home/XP Professional
- Pentium®300MHz or higher
- 50MB free hard disk space
- 64MB RAM for Microsoft® Windows® 98/98SE/2000 Professional/Me
- 128MB RAM for Microsoft® Windows® XP Home/XP Professional
- One available 9-pin serial port
- CD-ROM drive
- Mouse or compatible pointing device

### Additional System Requirements:

- Microsoft® Outlook® 98/2000/2002/2003 must be installed to utilize the Synchronization Software between the Organizer and your PC.

## Limitations when using with Windows® XP/2000

### Windows® XP

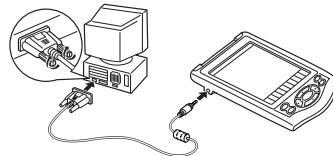
- Log onto your PC with administrator privileges; the software may not be installed properly otherwise. Upon using the software, you will need to log on as an administrator. If you are logged in as a non-administrative account, then you must first log off to log into an administrator's account.

### Windows® 2000

- When installing as well as using the software, you will need to log on as an administrator. If necessary, you may need to contact the administrator of the PC in a work environment.

## Connecting the Organizer to Your PC

1. Turn off your PC and the Organizer.
2. Connect the standard 9-pin connector of the PC-Link cable to the PC's serial port.
  - Using a 25-pin connector will require an additional adapter. (Commercially available)
3. Connect the other end of the PC-Link cable to the Organizer's option port.
4. Turn on the PC and the Organizer.



## Installing

### Precautions:

- Prior to installing the Synchronization Software, make sure that Microsoft® Outlook® is installed and set up. If not, install and set up the Outlook® first, then install the Synchronization Software.

1. Insert the PC software CD-ROM into your CD-ROM drive. Installation process should automatically start.  
If the PC software screen does not appear, double-click “My Computer” to locate the CD-ROM drive directory, then double-click to launch “installer.exe” found on the CD-ROM.
2. Click the “Install” button.
3. Follow the installation instructions that appear on the screen.
4. When the installation is complete, click the “Finish” button to finish the installation process.

### Note:

- For Windows® 2000 Professional and Windows® XP, install/uninstall programs after logging on as an Administrator.

## Serial Port Setup

The serial port setting dialog box appears after you have finished software installation.



Click “Auto Detect...” to allow the Synchronization to automatically detect the appropriate serial port. Make sure that the unit is physically connected with the PC first, then click this button.

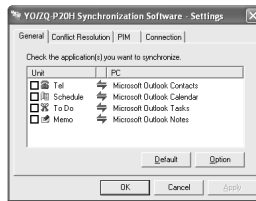
If the desired serial port is not found, manually select the serial port from the drop-down list.



## Synchronization Software

After the Serial Port Setup is complete, the Settings window will appear.

To bring up the Settings window manually, right-click on the Synchronization icon on the Windows<sup>®</sup> system tray, then select "Settings..." in the menu.



### General tab

This tab allows you to select the application that you want to synchronize with the PC.

- Click on the checkbox for each application to enable synchronization.
- Use the "Option" button, or double-click the desired settings row to configure the communication method.
- Click the "Default" button to reset the Options settings.

### Synchronization action:

- ↔: Merges the data between the PC and the unit.
- ←: PC overwrites the data of the unit.
- : The unit overwrites the PC data.

## The Conflict Resolution Tab

The Synchronization software's Conflict Resolution tab allows you to select the way data conflicts are resolved when data modifications are made and the "Synchronize" option is selected on the General tab.

- Add all conflicting items: Each modification on both the unit and the PC is reflected and saved respectively after synchronization.
- Unit overwrites PC data: The PC data will be overwritten. The modifications made on the unit are reflected on the PC after synchronization.
- PC overwrites unit data: The unit data will be overwritten. The modifications made on the PC are reflected on the unit after synchronization.

## The PIM Tab

The PIM tab allows you to configure the download settings of the PIM data.

- Use Outlook HOME 'Address': Downloads or synchronizes only data of HOME addresses.
- Use Outlook WORK 'Address': Downloads or synchronizes only data of WORK addresses.
- Today forward: Downloads or synchronizes only data of today and forward.
- All: Downloads or synchronizes all schedule data.

## The Connection tab

This tab allows you to change settings for the serial port and the password.

- Serial port : Specify the serial port to connect the unit to the PC.
- Auto Detect : Click to allow the PC to detect the appropriate serial port.

## Desktop Utilities

Launch "Desktop Utilities" from the Start menu, or right-click on the Synchronization icon on the Windows® system tray, then select "Desktop Utilities..." in the menu. Utilize the Desktop Utilities via the following graphic interface:



### Backup/Restore

The Backup/Restore menu of the Desktop Utilities allows you to make a backup file of the unit data, or to restore it back to the internal memory of the unit. Be noted that the setup parameters won't be backed up.

- Backup: Select "Backup..." from button, then enter the desired name of the file to be backed up.
- Restore: Select "Restore..." from button, then select the desired name of the file to be restored.

## Export/Import

The Export/Import menu of the Desktop Utilities allows you to import data created by each PC application to the unit, or export data out of the unit.

- Export: Select the desired item (application data, Food Database, Consumption Record, or Intake Record), then click "Export..." and enter the desired filename to which you wish to export data.
- Import: Select the desired application name or Food Database, then click "Import..." and enter the desired filename from which you wish to import data.

## Un-installing the PC software

Prior to uninstalling the PC software, quit all programs.

1. Within the Control Panel, launch "Add or Remove Programs". In the list of installed software, select the PC software, then click the "Change/Remove..." button.
2. When the Install Shield program screen appears, select "Remove", then click "Next".
3. For the verification prompt, click on the "OK" button.
4. When the un-installation procedure is complete, click the "Finish" button to finish.

## Battery Replacement

### Batteries used

Type	Model	Quantity	Use
Lithium battery	CR2032	2	Unit operation and backlighting

- Be sure to write down any important information stored in the memory before replacing the batteries.

### Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- If fluid from a leaking battery accidentally gets into your eyes, it may result in serious injury. Should this occur, flush your eyes with clean water and consult a physician immediately.
- Should fluid from a leaking battery come into contact with your skin or clothes, immediately wash with clean water.
- If the Organizer will not be used for an extended period of time, to avoid damaging the Organizer remove batteries and store in a safe place.
- Do not leave exhausted batteries inside the Organizer.
- Do not use different types of batteries or partially used batteries.
- Insert the battery with its positive side (+) correctly oriented.
- Never throw batteries into a fire because they might explode.
- Keep batteries out of reach of children.
- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

### When the “LOW BATTERY” Symbol Appears

When “LOW BATTERY” is displayed, immediately replace the operation battery with a new one.

**The operation battery holder is indicated as “For OPERATION” in the battery compartment.**

If the battery level is low, the alarm may not sound, or similarly the Backlight may not function or remain on for less than the set interval. Continued use of the Organizer with low battery can alter or clear the memory contents. Memory contents may be lost if the battery is improperly replaced or if the following instructions are disregarded.

#### Note:

- After the battery replacement, check also that the Backlight functions properly.

#### Caution:

- PC Link may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also clock settings, step count function of the pedometer, and the calorie calculation may not be available.

### When the Backlight Won't Function

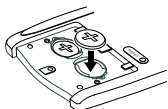
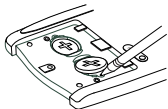
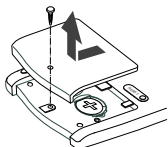
When the Backlight cannot be turned on (except when “LOW BATTERY” is displayed or the Organizer is in the PC Link mode), replace the battery for the backlight (“For BACKLIGHT & OPERATION”).

**The backlight and operation battery holder is indicated as “For BACKLIGHT & OPERATION” in the battery compartment.**

## Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press **[ON]** until the battery replacement procedure is completed.
- Do not remove all of the batteries at once. Remove and replace batteries one by one.

1. Press **[ON]** to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
  - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing both batteries, if necessary.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after **[ON]** is pressed.
  - If nothing appears on the display, press the **RESET** switch and press **[NEXT]**. Do not tap **[2nd]** and press **[ENTER]**. This key sequence will clear all the memory contents.
8. Set the clock to the correct time. (see page 3)



### Caution:

- Clock settings and/or other settings and listings may be lost when batteries are removed for a long time. Replace the batteries as quickly as possible.
- Make sure to confirm all settings are set correctly after replacing the batteries.

## Specifications

**Model:** ZQ-P20A

**Product name:** Electronic Organizer

**Display:** 3 lines of 12 digits

**Memory capacity:** 1MB, Flash memory

**User area:** Approx. 896 KB

**Clock mode:**

**Accuracy:**  $\pm 60$  seconds/month at 25°C

**Display:** Year, month, day, day of the week, hour, minute, second, AM/PM

**Clock function:** 12-hour/24-hour format (switchable), 3 kinds of date type (switchable), world clock function, daylight saving time (summer time) display, daily alarm, hourly alarm

**Telephone mode:** Entering and recalling of telephone entry (name, address, E-mail address, phone number, and web address (URL))

**Schedule mode:** Entering and recalling of schedule entry (details, year, month, day, hour, and minute), schedule alarm

**Memo mode:** Entering and recalling of memo entry

**Calculator mode:** 10 digits (with calculation status symbols), arithmetic calculations, percentage, square root, memory calculation, etc.

**Currency/unit conversion mode:**

5 types of currency conversion (editable) and 9 types of unit conversion

**Game mode:** 2 games

**Spell Checker Mode:**

Approx. 10000 English words can be referred to as suggested entries.

**Diet Function Mode:**

Step count precision: within  $\pm 10\%$  (by vibration testing machine)

Food Database: 200 foods

Value entry: 2 fields (Calorie, Carbohydrate)

**Power consumption:** 0.13 W

**Operating temperature:** 0°C to 40°C

**Power supply:**

3.0V  $\ddot{\cdot}$  (DC) (Lithium battery CR2032 x 2)

**Auto Power Off Function:** Approx. 5 minutes

**Battery life: (at 25°C)**

- Approx. 6 months  
While PEDOMETER is set to ON, with 5 minutes of data search, 55 minutes of data display, and 10000 step counts per day.
- Approx. 5000 hours  
When data is continuously displayed with PEDOMETER set to OFF.
- Approx. 2000 hours  
When data is searched for 5 minutes and displayed for 55 minutes per hourly use with PEDOMETER set to OFF
- Approx. 2 years  
When turned off and the clock is running with PEDOMETER set to OFF
- Approx. 4000 times  
When the Backlight is turned on for 10 seconds and turned off for 50 seconds per minute while the display is activated.

**Weight:** Approx. 104 g (Including batteries)

**Dimensions:** 69.8 mm (W) x 109.3 mm (D) x 16.3 mm (H)

**Accessories:** 2 lithium batteries (installed), CD-ROM software, PC-Link cable, operation manual, stylus, carrying case with belt clip



Attention: Your product is marked with this symbol. It means that used electrical and electronic products should not be mixed with general household waste. There is a separate collection system for these products.

## **A. Information on Disposal for Users (private households)**

### **1. In the European Union**

Attention: If you want to dispose of this equipment, please do not use the ordinary dust bin!

Used electrical and electronic equipment must be treated separately and in accordance with legislation that requires proper treatment, recovery and recycling of used electrical and electronic equipment.

Following the implementation by member states, private households within the EU states may return their used electrical and electronic equipment to designated collection facilities free of charge\*. In some countries\* your local retailer may also take back your old product free of charge if you purchase a similar new one.

\*) Please contact your local authority for further details.

If your used electrical or electronic equipment has batteries or accumulators, please dispose of these separately beforehand according to local requirements.

By disposing of this product correctly you will help ensure that the waste undergoes the necessary treatment, recovery and recycling and thus prevent potential negative effects on the environment and human health which could otherwise arise due to inappropriate waste handling.

### **2. In other Countries outside the EU**

If you wish to discard this product, please contact your local authorities and ask for the correct method of disposal.

For Switzerland: Used electrical or electronic equipment can be returned free of charge to the dealer, even if you don't purchase a new product. Further collection facilities are listed on the homepage of [www.swico.ch](http://www.swico.ch) or [www.sens.ch](http://www.sens.ch).

## **B. Information on Disposal for Business Users.**

### **1. In the European Union**

If the product is used for business purposes and you want to discard it:

Please contact your SHARP dealer who will inform you about the take-back of the product. You might be charged for the costs arising from take-back and recycling. Small products (and small amounts) might be taken back by your local collection facilities.

For Spain: Please contact the established collection system or your local authority for take-back of your used products.

### **2. In other Countries outside the EU**

If you wish to discard of this product, please contact your local authorities and ask for the correct method of disposal.

For Australia / New Zealand only:

For warranty information please see [www.sharp.net.au](http://www.sharp.net.au)

**SHARP CORPORATION**

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